



SECONDARY EMPLOYMENT

INDEX CODE: 705
EFFECTIVE DATE: 12-01-13

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I. PURPOSE

It is the purpose of this section to establish policy with regard to members engaging in secondary employment, and to outline procedures to be followed in obtaining permission to engage in such employment. Request for secondary employment will be reviewed on a case-by-case basis.

II. AUTHORIZATION

1. Employees of the Field Enforcement Division who wish to engage in secondary employment must have written authorization from the Director.
2. Employees requesting permission to engage in secondary employment will complete a "Request for Secondary Employment" form.
3. The director will have final approval or disapproval for the request.
4. If a request for secondary employment is denied, the employee may request a meeting with the director.

III. POLICY

1. Liability - An injury or illness arising from secondary employment is not compensable by the state. Employees have only personal or job insurance and state sick leave or vacation leave on which to rely for income while ill or injured. Liability for actions taken while engaged in secondary employment rests with the employee and the secondary employer. For this reason, it is important that the potential employer be aware of the legal and divisional restrictions on such things as power of arrest, use of equipment, etc.
2. Revocation - The director may revoke official authorization for an employee to pursue secondary employment, if such employment conflicts with his/her official duties or constitutes a conflict of interest with the division, or otherwise with the Comptroller's Office.

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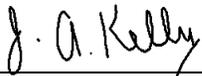
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3. **Responsibility** - All members who desire to engage in secondary employment must recognize that their primary duty, obligation, and responsibility is to the Field Enforcement Division. Members are subject to call out at any time, and secondary employment may not infringe on that obligation.

IV. **CONDITIONS**

1. Employees, including non- law enforcement, may not accept secondary employment by any entity licensed by, or under the regulatory control of the Field Enforcement Division. Employees may not engage in employment, which would involve preparation of federal or state income tax returns or work for any entity involved in tax preparation.
2. Except where specifically authorized, no issued equipment will be used by any employee while engaged in secondary employment.
3. The Division retains the right to contact a private employer and explain legal restrictions, such as limited police powers.
4. Employees will not be permitted to engage in secondary employment while on sick leave.

V. **CANCELLATION:** None.



Jeffrey A. Kelly, Director